



# MAIDENHEAD ROWING CLUB

## Constitution 22<sup>nd</sup> November 2014

### 1. TITLE

The Club shall be called the Maidenhead Rowing Club. The Club colours shall be Brunswick Green and White. The Club shall be affiliated to British Rowing and shall abide by its rules and codes of practice. Members should be conversant with the MRC Club Constitution and the section on the British Rowing website entitled “Row Safe”, a copy of this section shall be displayed in the Club.

### 2. OBJECTS

The objects of the Club shall be the organisation, development and practical encouragement of rowing and the promotion of the social and general welfare of its members.

### 3. MEMBERSHIP

Membership of the Club shall be open to anyone interested in the sport of rowing on application in accordance with the Equal Opportunities Policy (Paragraph 4) subject to resource constraints.

All applicants agree to accept the Club constitution and bye laws.

The main membership categories are:-

- (i) Full members whose qualification for membership shall be oarsmanship and good fellowship. Full members who have ceased to use rowing equipment shall pay a reduced subscription. Full members over 65 of long standing (over 20 years) shall become Honorary members. They, and Vice Presidents, will retain the voting rights of full members but will not be required to pay a membership subscription. The Committee shall have the power to waive the oarsmanship qualification for a specific individual provided that this is approved by a two-thirds majority of those present and voting.

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- (ii) Junior members who shall be under 18 on the 1<sup>st</sup> September following the Club's year end and whose qualification shall be oarsmanship and good fellowship.
- (iii) Associate members whose qualification shall be good fellowship. They shall not be eligible to serve as Officers or on the Committee or vote at general meetings. The total number of Associates shall not exceed 15% of the total membership.
- (iv) Land based members whose qualification shall be as for Associates but they may use land based training equipment.
- (v) Day Associate members for those attending the Club for specific events such as meetings, training courses, training days, corporate rowing days, and regattas and such other purposes as may from time to time be approved by the Committee.

Full time students shall qualify for discounted rates of subscriptions to be decided by the Committee.

A list of the names and addresses of all members shall be kept on the Club premises and shall be updated by the membership secretary after the election of any new member.

Day Associate memberships shall be regulated in accordance with such policies and procedures as may be approved and published by the Committee from time to time.

A person who has been expelled from, or refused membership of British Rowing, shall not be eligible for membership. The Club may refuse membership or expel from membership only for good and sufficient cause such as conduct or character likely to bring the Club or sport into disrepute.

No rejected candidate shall be admissible to the Club as a guest.

Appeal against such a decision shall be resolved by the Secretary putting the appeal to a referendum of all full members of the Club which shall be decided by a simple majority of those members voting.

Only Full members shall be eligible to serve as Officers or on the Committee and vote at general meetings.

The Committee shall have power, acting in the best interests of the Club, in specific cases to elect Honorary and Life members, who will have the same rights as Full members. The Committee shall also have power to make such regulations as to conditions applying to each category of membership as may from time to time be deemed expedient.

Members leaving the Club must give one months notice in writing of their intention.

## **4. EQUAL OPPORTUNITIES POLICY**

The Club is fully committed to the principles of equality of opportunity and is responsible for ensuring that no member, volunteer, employee or job applicant receives less favourable treatment on the grounds of age, gender, disability, race, ethnic origin, nationality, colour, parental or marital status, pregnancy, religious belief, social status, sexual orientation or political belief.

## **5. CHILD PROTECTION PROCEDURES**

The Club accepts the policy and procedures relating to Child Protection and the Protection of Vulnerable Adults as set out by British Rowing, and requires all members to accept them as a condition of membership.

## **6. CONDUCT OF MEMBERS**

### **CESSATION OF MEMBERSHIP**

Any member violating any of the rules or regulations of the Club or being adjudged guilty of unsatisfactory conduct may, by resolution of the Committee, be suspended or expelled. Any member so suspended or expelled may appeal to an independent Hearings Panel if such an appeal is approved by the Club Committee. The panel may be drawn from the membership of the Club or from other clubs in the region. The panel will hear and receive evidence, reach a conclusion, affirm or reject the sanctions imposed as appropriate.

Any hearings panel must give a fair and independent hearing to the appellant within an appropriate timescale. Hearings must not contravene the Human Rights Act 1998 or any other policies of the Club and British Rowing.

Note: See current Guidelines on Grievance and Disciplinary Procedures in Rowing published in the British Rowing Almanack and downloadable from the website [www.britishrowing.org](http://www.britishrowing.org)

Any member may resign giving one month's clear notice in writing to the Secretary. A member shall be deemed to have resigned from the Club if, after due notice in writing, they have not paid their annual subscription within 1 month of the start of the membership year

### **GRIEVANCE AND DISCIPLINARY PROCEDURES**

An individual or member with a complaint about treatment by the Club should set out their grievance, in the first instance to the Club Committee. The Club will seek to deal with complaints in a fair and timely manner, with reference to British Rowing's Guidelines on Grievance and Disciplinary Procedures in Rowing.

All such situations will be dealt with in line with BR's Grievance and Disciplinary Procedures

## **7. GUESTS**

Guests may be introduced by an FULL member or Associate member but not more than three at any one time. The same guest may not be introduced more than eight times in a calendar year. A member having failed to pay his/her membership and living locally should not be able to be signed in as a guest until 2 years have passed since membership has lapsed or at the discretion of the Captain.

Guests and the member introducing them shall sign the Visitor's book.

For insurance purposes guests who wish to row must complete the Day Membership form.

Any Full member or Associate member introducing a Guest shall be responsible for their expenses, or for any damage caused by him or her to the property of the Club and their conduct in every respect.

## **8. GENERAL MEETINGS**

A General Meeting of the Club chaired by the President or nominated Vice-President annually before 31<sup>st</sup> October shall be convened by the Honorary Secretary who shall give members 21 clear days written notice of the meeting together with time and place and a detailed agenda. The quorum for the meeting shall be 21 members eligible to vote.

An Extraordinary special General meeting shall be convened summoned by the Honorary Secretary on the written request of the President, any of the Officers, three members of the Committee or twelve Full members of the Club, stating the object purpose for which the meeting shall be confined to that object purpose, the proposed resolutions and any amendments thereto. Seven clear days notice shall be given of the meeting.

All notices and communications may be given to members by email. The annual membership renewal form will include a preference box which members can tick if they would prefer to receive notices by ordinary post.

## **9. ELECTION OF OFFICERS AND COMMITTEE**

At the Annual General Meeting shall be elected a President, any additional Vice-Presidents and the Officers, who shall be the Captain, Chairman, Honorary Secretary, Honorary Treasurer, Honorary Premises Officer and Honorary Commercial Officer. The President, Officers and the Safety Adviser (appointed) shall form the Committee (5 to be a quorum).

Nomination for the President and Officers shall be made on a form posted on the Club notice board 21 days prior to the meeting. Each nomination shall be proposed and seconded by Full members. Nominees must also sign to signify acceptance of the nomination. If more than one person is nominated for an office then a secret ballot will be held for that appointment and election shall be determined by a simple majority.

Term of office. A President may serve for a maximum of 5 years. The Captain and Officers may serve for a maximum of 3 years, but may subsequently be elected for different roles.

Once elected, Vice-Presidents shall retain that title and for so long as they remain Full members unless they no longer wish to do so. Nominations of additional Vice-Presidents

shall be made by the President and the outgoing Committee, based on the criteria of long and valuable service to the Club in any significant capacity. Unless at least two Full members shall request a secret ballot to be determined by a simple majority, all such nominations will be put to an open vote and election will be confirmed by a simple majority. Election shall be by a simple majority.

## **10. DUTIES OF THE OFFICERS**

The Captain shall be responsible for arrangements for rowing and training activities and for making recommendations for purchases and repair of boats and training equipment and management of the boathouse.

These activities will be carried out through the Rowing Committee, which will consist of the squad captains. The Rowing Committee will be chaired by the Captain, who will be supported by the Rowing Committee Secretary. The Captain is the only Club Committee member permitted to be a member of the Rowing Committee.

At the Annual General Meeting he or she shall present a written report of the Rowing activities during the year.

The Chairman shall be responsible for ensuring Committee actions are monitored and delivered, that decisions are implemented, that meetings are effective. He / she will ensure the Committee maintains a strategic focus.

At the Annual General Meeting he or she may present a written report of the Club activities during the year.

The Honorary Secretary shall keep written minutes of all General and Committee meetings. He or she shall deal with all Club correspondence. He or she shall ensure that appropriate insurance policies are in place.

The Honorary Treasurer shall be responsible for preparing and obtaining approval for an Annual Budget, maintaining appropriate bank accounts, presenting consolidated management accounts and other financial information at each Committee meeting. At the Annual General Meeting he or she shall present a printed Income and Expenditure account and Balance Sheet together with pro-forma consolidated Income and Expenditure Account and Balance Sheet of the Club and Maidenhead Rowing Club Limited.

The Honorary Premises Officer shall be responsible for the management of the premises including maintenance, utilities, insurance and management of the club steward, operating the bar and licensing, ordering stock and carrying out a stock-take four times a year. He or she shall also be responsible for ensuring compliance with the Club's liquor and entertainment licences.

The Honorary Commercial Officer shall be responsible for coordinating fundraising activities, such as sponsorship and hall hire. The Commercial Officer shall be supported by a team to assist with these duties.

Each officer shall coordinate a team that shall assist the delivery of their duties.

## **11. DUTIES OF THE COMMITTEE**

The Committee shall have the power to co-opt additional members. Specific duties may be allocated to Committee members, including responsibility for membership records, social activities, Clubhouse maintenance, press relations and other duties which may be deemed necessary.

The Committee shall appoint a Safety Adviser whose duty it will be to understand the requirements of British Rowing's Code of Practice for Water Safety and advise on their prominent display, their operation and their implementation at all times. He/she will be a Committee member. Local Safety considerations shall be included in the Club Bye Laws and shall become part of the Safety Code.

To facilitate the operation of the Committee, sub-committees may be established to consider specific topics. An Officer or Committee member shall be Chairman of each sub-committee who will report as required to the Club Committee.

Photographs of the Officers and Committee members shall be conspicuously exhibited in the Clubhouse.

Committee meetings shall be held at least once a month and shall be convened by the Honorary Secretary who shall give 7 days clear days notice.

The Committee shall have power to make such Bye-Laws as it may deem expedient and such Bye-Laws shall bind subsequent Committees until altered by resolution of a subsequent Committee.

The Committee shall have power on a short term basis to close or let Club premises for such purposes, at such rent and for such times as may be deemed expedient and in the best interests of the Club and its members.

All members of the Club, Committee Officers of Maidenhead Rowing Club Limited and those members of the Club carrying out official Club business as authorised by the Club Committee from time to time, are hereby indemnified by the Club in respect of any losses they suffer while carrying out authorised Club business

## **12. MAIDENHEAD REGATTAS**

The Club Committee shall appoint a Regatta Chairman and Honorary Secretary for each Regatta. They will be responsible for forming a sub-committee to organise and stage the events. The Captain shall be ex-officio a member of each such regatta committee.

## **13. SUBSCRIPTIONS**

The rates of Annual Subscription shall be determined at the Annual General Meeting but the rates so fixed shall not fall due until the following 1<sup>st</sup> June. All Full and Junior members' subscriptions shall include current rates of Value Added Tax as and when applicable as shall \British Rowing affiliation subscriptions. Members shall pay on election or re-election such Entrance Fee as the Committee shall determine. A member joining during the year shall pay a time pro rated initial annual subscription.

If a member be temporarily resident out of the district the Committee shall have power to waive the subscription or portion thereof for the current year.

The names of members who have not paid their subscriptions by 1<sup>st</sup> June may be posted on the Club notice board and they shall forthwith cease to use Club facilities until such time as their renewal subscriptions have been paid. If a subscription remains unpaid by 30<sup>th</sup> June that person shall cease to be a member.

#### **14. MAIDENHEAD ROWING CLUB LIMITED**

Every Full member of Maidenhead Rowing Club shall be a member of Maidenhead Rowing Club Limited, a company limited by Guarantee, and there shall be no other members. The maximum liability of every member of the company shall be £1, payable to the company if the company should be wound up while he or she is a member or within one year after ceasing to be a member.

The company shall be managed in accordance with in Memorandum and Articles of Association, which may be amended by its members in accordance with those instruments.

The company shall own the Clubhouse and its contents, including boats and bar stock and shall collect and account for all income from the bar and functions and events held on the premises.

The members of the Company shall appoint the Directors and Officers of the Company in accordance with the Articles of Association of the Company.

The Annual Meeting of Maidenhead Rowing Club Limited shall normally take place following the Annual General meeting of the Maidenhead Rowing Club. At this meeting the Secretary of the Company shall present the Annual Accounts of the Company for approval.

#### **15. SALES OF INTOXICATING LIQUOR**

The permitted hours for the sale of intoxicating liquor shall not exceed such hours as accord with such licences or consents as are granted by the relevant licensing authority from time to time. Applications for such licences or consents shall be first approved by the Club Committee.. Those Committees may jointly agree to further restrict or reduce those permitted hours as appropriate.

Sales of intoxicating liquor may be made to:

- (a) those who have been members for at least two days or whose application for membership was made at least 2 days before their admission to the privileges of membership.
- (b) bona fide Guests of members
- (c) members and officials of other Clubs visiting the Club for competition

- (d) those attending social or other functions organised or authorised by the Club provided always that the number of such functions shall not exceed 12 in any one year, but no function shall be permitted to which admission may be obtained by payment at the door whether for ticket or otherwise.

Sales of intoxicating liquor may not be made to:

- (a) persons under the age of 18 years
- (b) any person for consumption off the premises except to a member in person.

## **16. APPLICATION OF INCOME AND PROPERTY**

The Income and Property of the Club and the Company shall be applied solely towards promoting the Club's objectives as set forth in this constitution and no portion thereof shall be paid or transferred directly or indirectly, to the Members of the Club other than where the Member is providing bona fide services to the Club on an arm's length basis, which would otherwise have to be paid for by the Club. The contractual and payment arrangements for such services must be approved by the Club Committee and the Member concerned must not participate in the Committee's deliberations or in any Committee vote on the matter.

## **17. DISSOLUTION OF THE CLUB**

The Club and the Company shall not be dissolved save by a resolution passed by a 75% majority of Full members present and voting at an Extraordinary General meeting of the Club, to be called by the Committee of which 21 days notice shall be sent to every member, and at which not less than one quarter of all Full members shall vote.

In the event of the dissolution of the Club and the Company, any assets remaining after the satisfaction of all debts and liabilities shall not be paid to or distributed among the members of the Club, but shall be given or transferred to one or more of the following approved sporting charitable bodies:

- 1. A registered charitable organisation(s).
- 2. Another Club which is a registered CASC.
- 3. The British Rowing for use by them for related community sports.

## **18. POWER OF DECISION**

Any matter not provided for in this Constitution, or any question over the interpretation of it shall be dealt with by the Committee whose decision shall be final.

## **19. CHANGES TO THE CONSTITUTION**

Alterations to the Constitution shall only be made at a General Meeting or Extraordinary General Meeting. Details of the proposed changes shall accompany notice of the meeting.



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